



Tournament Management System

User Guide

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DOCUMENT REVISIONS LOG

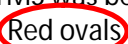
Author	Version	Date	Description
Tony Stewart	0.1	15-May-2013	initial kick at cat
Tony Stewart	0.2	1-Jun-2013	add detail to existing sections; add most of Match section
Tony Stewart	0.3	6-Jun-2013	add detail, new features; re-order to match workflow better
Tony Stewart	1.0	10-Jun-2013	first official version, for World League Semi-Finals
Tony Stewart	1.1	17-Jun-2013	add details for shootout and streamlined time-on-pitch
Tony Stewart	1.2	18-Jun-2013	change publishing procedure for Lineups in 5.1.1
Tony Stewart	1.3	18-Jun-2013	correction to publishing procedure; remove 5.1.1
Tony Stewart	1.4	30-Jun-2013	add match quick reference to 7.3, modify concepts in 1.1, add use of accented letters to 3.10 and section 6

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1 INTRODUCTION

FIH has taken the bold step to commission a new, custom-built application to manage tournaments. In this first phase the Tournament Management System (TMS) replaces the spreadsheets in managing players, teams, officials, matches and basic reporting, adding some features and performing the time-consuming compilation of statistics automatically.

This User Guide is written as far as possible in workflow sequence. Please note that this guide was written while TMS was being built, so the screens may not appear exactly as in the illustrations below.  Red ovals direct you to the appropriate part of the screen.

Google **Chrome** is the browser of choice and was used for the screenshots below; Mozilla **Firefox** is also supported; internet explorer is not currently supported (nor recommended.)

1.1 TMS Concepts

TMS is web-based and browser-enabled, and requires you to login to use it, but otherwise the TO and Judge duties will change little. An internet connection at the Table is required, and if it is lost you need to ensure the manual procedures are in place (see 7.1) until it is restored.

TMS is a single system worldwide, designed to contain all current and future tournaments. All people involved in a tournament need to have a person record in TMS. Initially most people had to be added, but now we have completed a few tournaments the number needing to be added for each tournament will fall, saving considerable time.

As a TMS user, you have a user-ID (an email address) as well as a person record, and your user-ID will be assigned to the appropriate tournament, in the appropriate role; TD, TO or Judge. These different roles have the same capabilities now, although this will change later.

1.1.1. Identifying People

Now we have TMS, it is vitally important to ensure people exist in the system only once. You want to be 100% certain an individual is not already in TMS before creating a **Person** record for them: a little extra care now will prevent duplicate and corrupt data later. To assist in keeping data accurate, TMS has separate fields to contain a person's name as in their passport (**Surname** and **Given Names**), and what appears on tournament documents (**Display Name**).

1.1.2. People and Tournaments

Because a person's name can change over time, names are copied to each tournament where they are involved, so each Tournament's data remains accurate. So if a name change is made in the **People** section, to reflect those changes in a tournament, they need to be re-added.

1.1.3. Publishing for Press and Media

TMS provides automated triggers to indicate when certain tournament documents are made public, saving considerable time in media liaison. For these to work you need to **Publish** when Match Colours, Appointments, Lineups and the Match Report are each available. The appropriate sections show you how to do this.

1.2 User Interface Concepts

In common with many applications today, column and pane widths can be changed by clicking and dragging, and grids sorted by clicking in the column header. The **Competition Options** pane on the left can be hidden, as can the **Status** pane at the bottom. Keyboard shortcuts are provided to increase efficiency, especially for recording action during a match.

1.3 Logging In

Go to **tms.fih.ch** (note no www)

...where you are prompted to enter your email address and password:

...and hit the **Sign in** button (or <enter>)

Initially you are in the **Competitions** tab and all current tournaments where you are appointed should appear. Your **UserID** (email) is displayed top right:

ID	Role	Name / Location	Dates	Type	Governing Body
182	Judge Read Only	Hockey World League Round 2 - Men Elektrostal, Russia	27 May - 2 June 2013	World League Senior Male	FIH

1.4 Changing Your Password

From any screen click the small carat beside your **UserID** to give you the two options:

ID	Role	Name / Location	Dates	Type	Governing Body
182	Judge Read Only	Hockey World League Round 2 - Men Elektrostal, Russia	27 May - 2 June 2013	World League Senior Male	FIH

Enter your current password and choose a new one; at least eight characters long, and **Submit**:

ID	Role	Name / Location	Dates	Type	Governing Body
183	Super Read Only	Investec Hockey World League Semi-Final London, England	22 - 30 June 2013	World League Senior Female	FIH
182	Super Read/Write	Hockey World League Round 2 - Men Elektrostal, Russia	27 May - 2 June 2013	World League Senior Male	FIH
181	Super Read Only	Hockey World League Round 2 - Women Valencia, Spain	25 February - 3 March 2013	World League Senior Female	FIH
180	Super Read Only	Hero Hockey World League Round 2 - Women New Delhi, India	18 - 24 February 2013	World League Senior Female	FIH

2 CREATE AND SCHEDULE A TOURNAMENT

The tournaments, teams, pools and schedules have already been created for all four World League Semi-Finals and the Women's Junior World Cup.

These sections will be completed later.

2.1 Create a Tournament

2.2 Pools and Teams

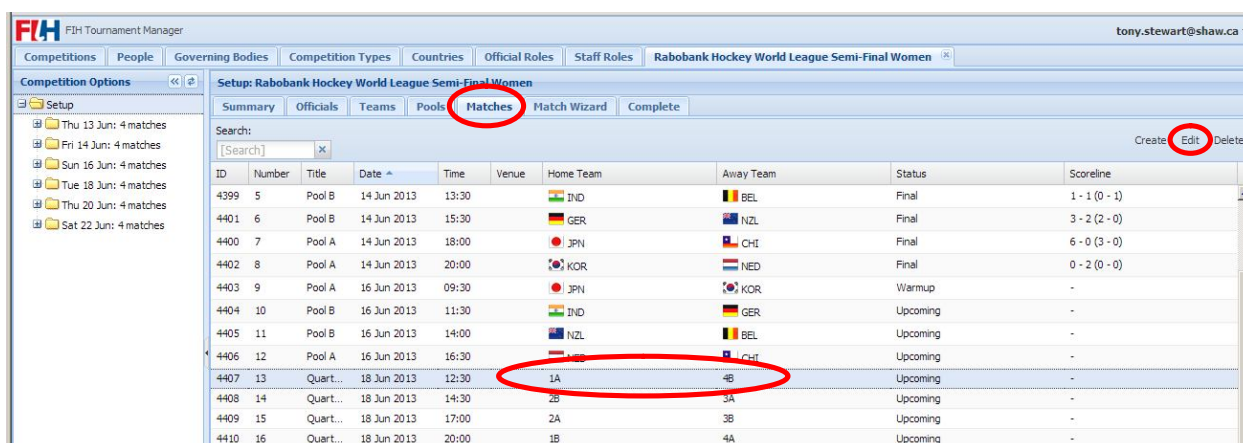
2.3 Match Schedule

Note: entries made here publish instantly to the FIH website.

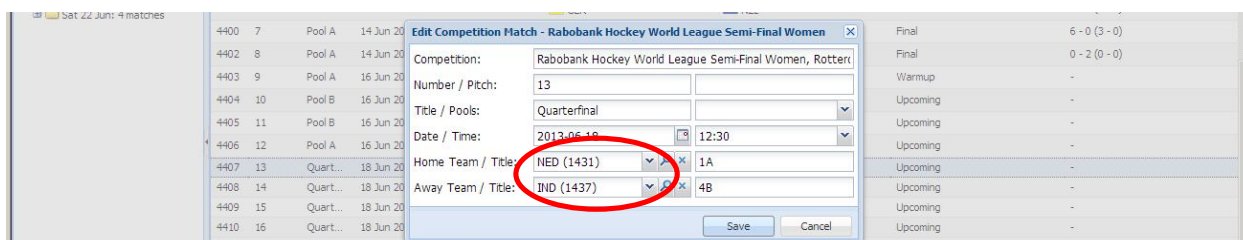
2.4 Assign Playoff Teams

Note: changes made here publish instantly to the FIH website.

When playoff positions are known, you can enter team names, but because the match order can change, enter 00:00 as the time until the times are known. First go to **Setup** and select the **Matches** tab, then highlight the match and hit **Edit**:



From the pop-up window, choose the teams from the drop-downs, and optionally change the time and/or date, but **do not change the match number**. For example:



Save changes the entry, and then you can initialise the match as in 5.1 below.

2.5 Change Schedule

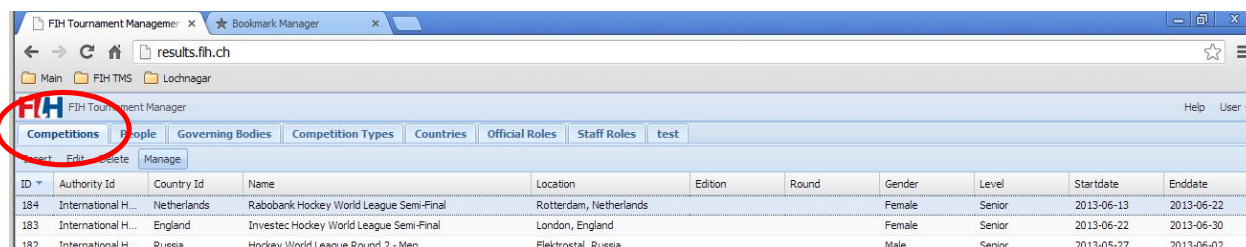
Edit a match as above, and change the time and/or date. If you are exchanging two matches you need to edit both of them.

3 TOURNAMENT SETUP

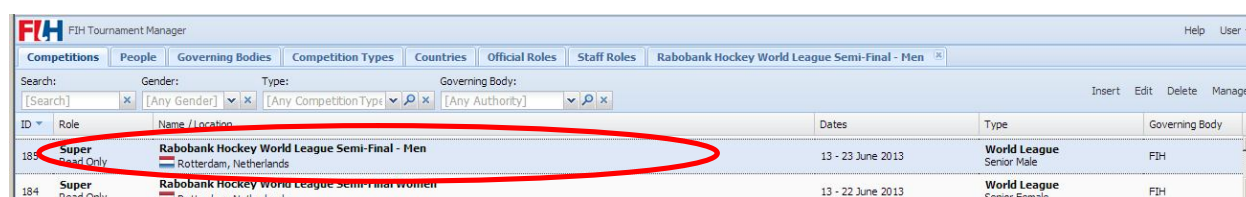
When the tournament has been created, complete with location and dates, the competing countries in their respective pools, and the match schedule, we can assign all the participants to their respective roles for the event.

3.1 Prepare to Assign Participants

It takes a few clicks to reach the place to do this. If you're not already at the **Competitions** tab select it:



You only see current tournaments to which you have been assigned. Highlight the tournament row, in this case **Rabobank Hockey World League Semi-Final - Men**:



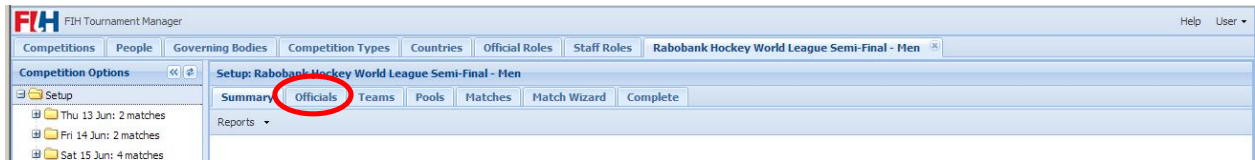
Then click the **Manage** button:



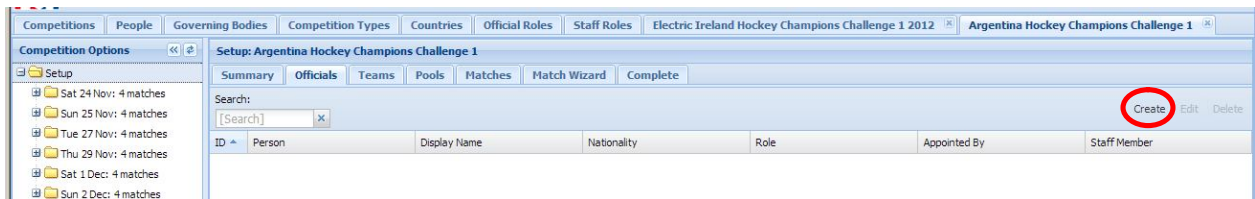
3.2 Assign Officials

In an attempt to simplify assigning all the people to a tournament, TMS uses filters to limit the search list to a manageable size. While this is effective the vast majority of the time, occasionally you will need to modify or remove the filters to find the people you need. We will explain that later, and we start with the common usage.

Click on the **Officials** tab:



...which first time in should be empty. Then hit **Create**:

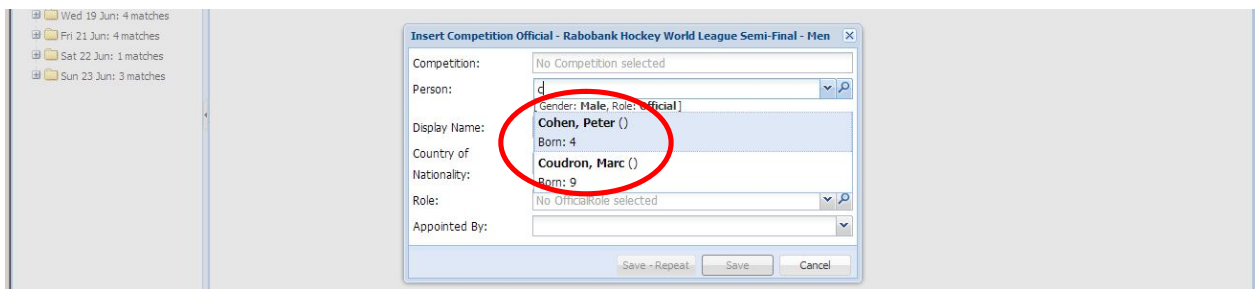


...to pop up the **Create Competition Official** window:



The cursor is in the **Person** field, which shows you the drop-down is already filtered for Gender: **Male** and Role: **Official**.

To assign the FIH Representative Marc Coudron, typing a 'c' in the **Person** field gives you a drop-down of male officials whose Surname begins with the letter 'c' (only two when this screenshot was taken) :



Select Marc by using the down arrow key (<dn-arr>), then either <tab> or <enter>, or click on his name. TMS populates the Display Name and Nationality fields from his **Person** record:



You can change the **Display Name** here, which will only affect this tournament. (To change it for all current and future tournaments change Display Name in the **Person** record. Display Name cannot be changed in tournaments already completed.)

Click or <tab> to the **Role** field, select **FIH Representative** ('f', <dn-arr>, <tab>; or use the mouse.)

Click or <tab> to the **Appointed By** field, select **FIH**. You can type in this field if what you need is not there.

Staff Member is only used when the individual's country needs to appear as "**FIH**" on reports.

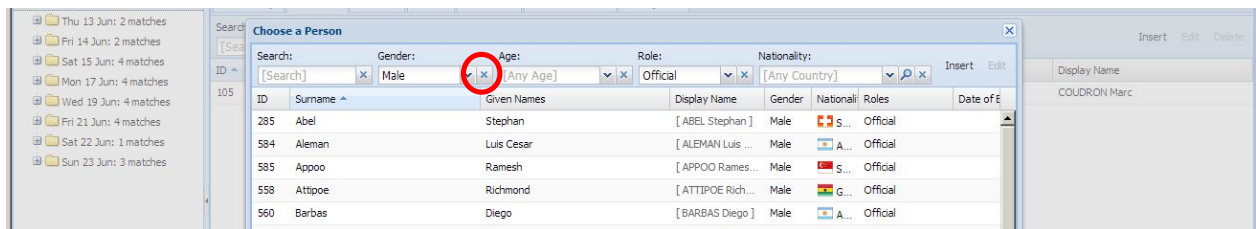
Now you have all the information you need. Hit the **Save - Repeat** button to assign Marc and be ready for the next official. (Or just **Save** when you reach the last person)

TMS inserts Marc in the background, and informs you so at the bottom of the pop-up box, which is cleared, ready for the next official:

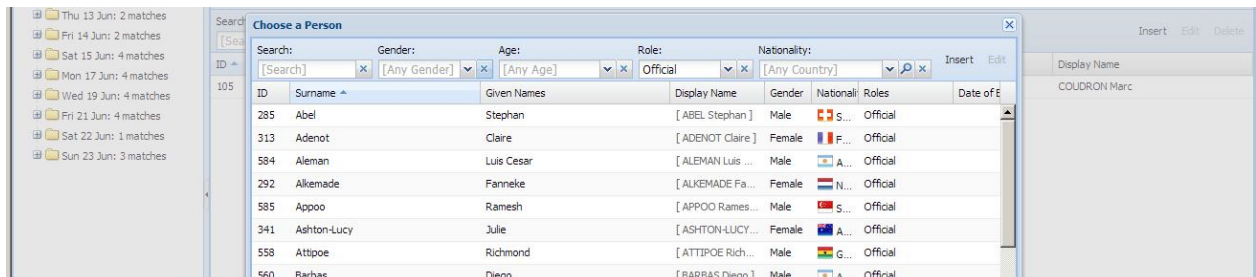
3.3 Selecting an Official of the Opposite Gender

Occasionally a single TD is appointed to concurrent tournaments at the same venue, as Sheila Brown is TD for both World League Semi-Finals in Rotterdam. To be able to select her as TD for the Men's tournament, you need to use the magnifying glass to modify the filter parameters:

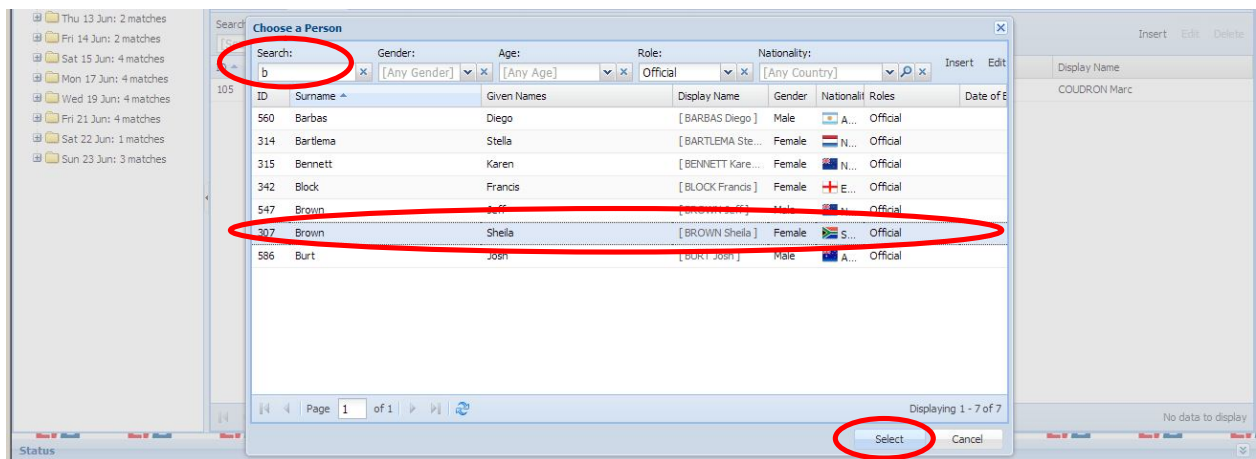
Then **X** the **Gender** filter to remove it:



...which shows you all officials:

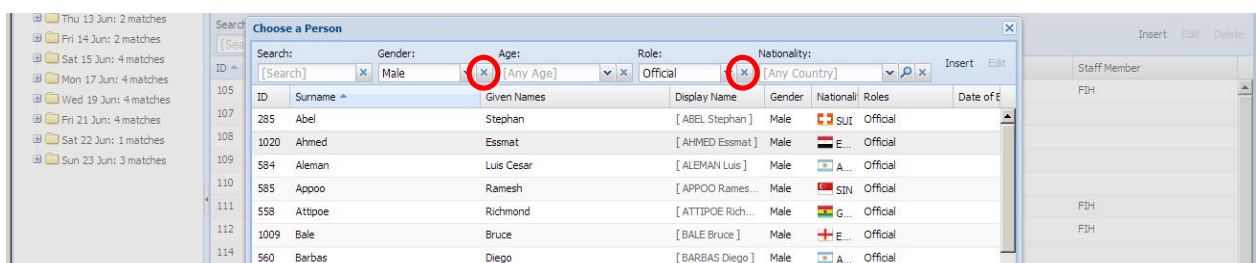


You can further filter to reduce the number of results returned, by entering 'b' in the **Search** field. Then select Sheila by double-clicking, or highlighting her row and hitting the **Select** button:

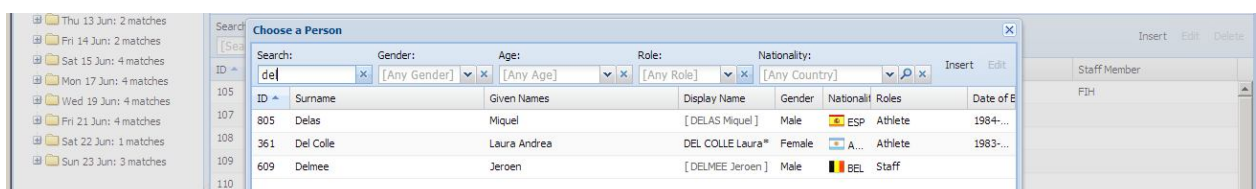


3.4 If the Person Cannot be Found

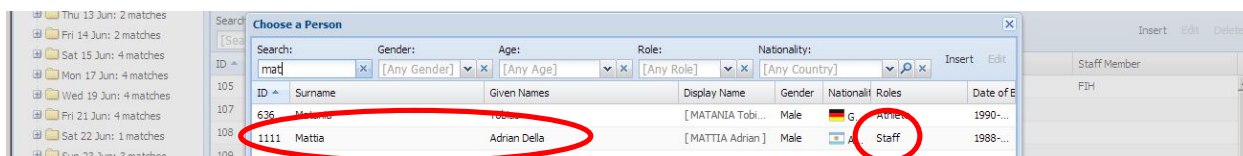
Now we have a single application worldwide, it is very important not to create duplicate people records. Therefore before creating a person record you need to ensure the person you need is not in TMS incorrectly. To do this you need to remove all filters, in this case **Gender** and **Role**:



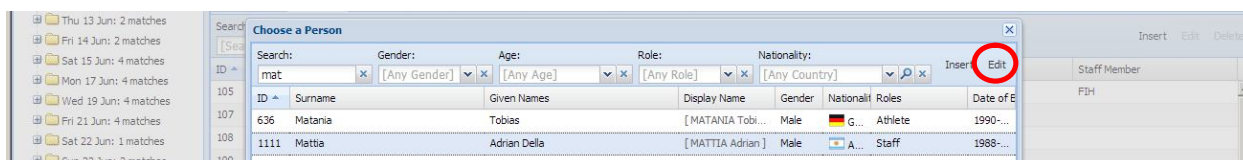
...and then search, e.g. for Adrian Della Mattia. Try part of his correct first **Surname** "del"



No luck. Now try “mat”



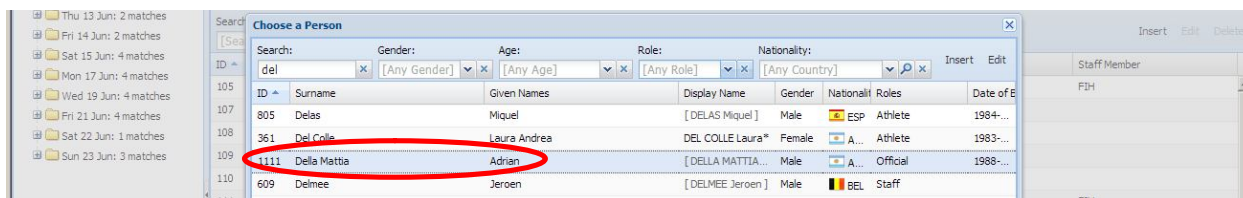
Bingo. His name has been entered incorrectly, and he is marked as Staff, not Official. Highlight the row and click **Edit** to correct:



Here is the corrected record:



Now you’ve corrected the record, your current search won’t find it, so change the search, and double-click (or **Select**) Adrian:



giving:

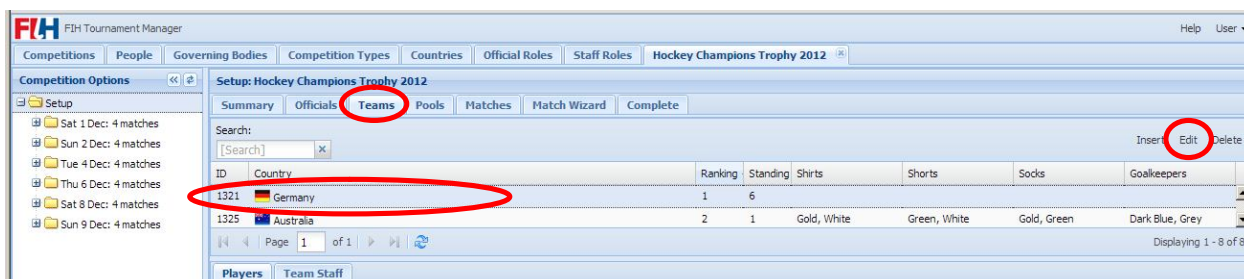


which you can now complete as for other officials.

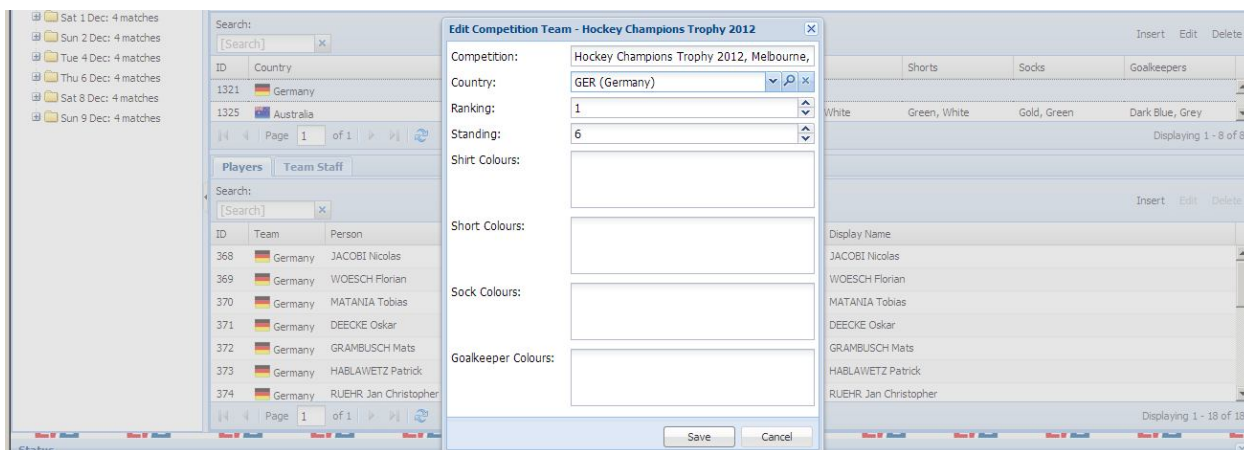
This same concept of turning off all filters and searching also works for athletes and team staff.

3.5 Enter Team Colours

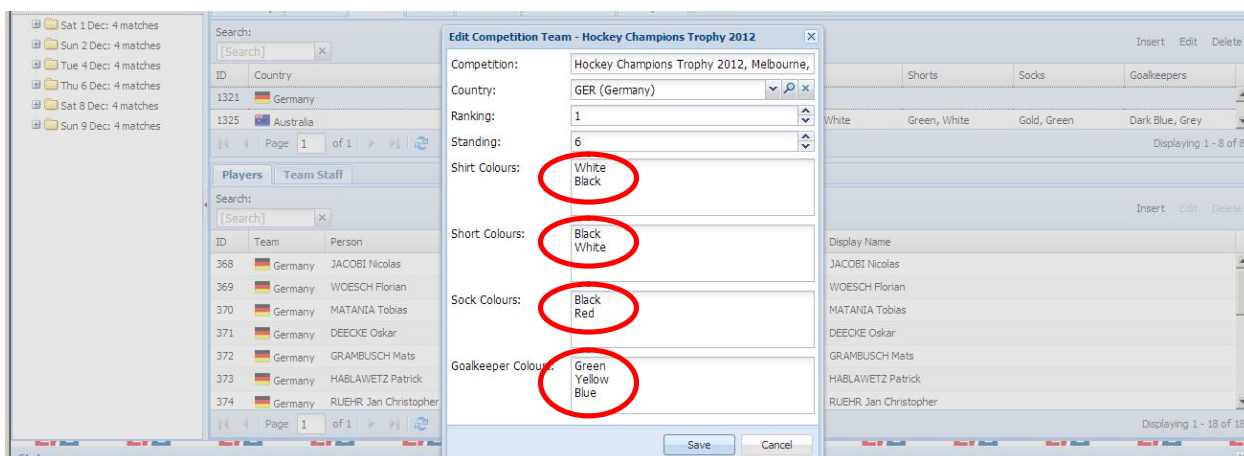
In the **Teams** tab, ignore the lower part for now, select a country and the upper **Edit**:



Now you should see the following pop-up:



The competition (Champions Trophy 2012), the country selected (Germany) and **Ranking** appear; **Standing** is complete (as the event is over!) and here you enter **Colours** from the Team Entry sheet:



Note you enter primary colour on the first line in each box, hit <enter>, then add alternate on the second line. TMS will offer the correct colour choices when entering appointments. This method allows for a third colour, in this case the GK shirt.

3.6 Enter Team Athletes

In the **Women's Junior World Cup** tournament selecting the **Teams** tab. In the upper portion of the screen highlight **Belgium**, and in the lower portion click on **Create...**

The screenshot shows the 'Setup: Hockey Junior World Cup - Women' window. The 'Teams' tab is active. A table lists teams with columns for ID, Country, Ranking, Standing, Shirts, Shorts / Skirts, Socks, and Goalkeepers. The row for 'BEL' is highlighted. Below this, the 'Players' section has a 'Create' button circled in red.

...to get:

The 'Create Team Player - Belgium' dialog box is shown. The 'Person' dropdown is open, displaying a list of players filtered by 'Country: BEL, Gender: Female, Age: Junior, Role: Athlete'. The first player, 'D'HOOOGHE Aisling', is highlighted with a red circle.

The title tells you it's adding a player for Belgium; below the person drop-down is the filter criteria: Belgian, female, junior athletes (<dn> shows the list.) Select one (note date of birth appears here) type her number, indicate if she is Captain or GK, and hit **Save-Repeat**:

The 'Insert Team Player - BEL' dialog box is shown. The 'Person' dropdown is set to 'D'Hooghe, Aisling (1994-08-25)'. The 'Goalkeeper' checkbox is checked. The 'Save-Repeat' button is highlighted.

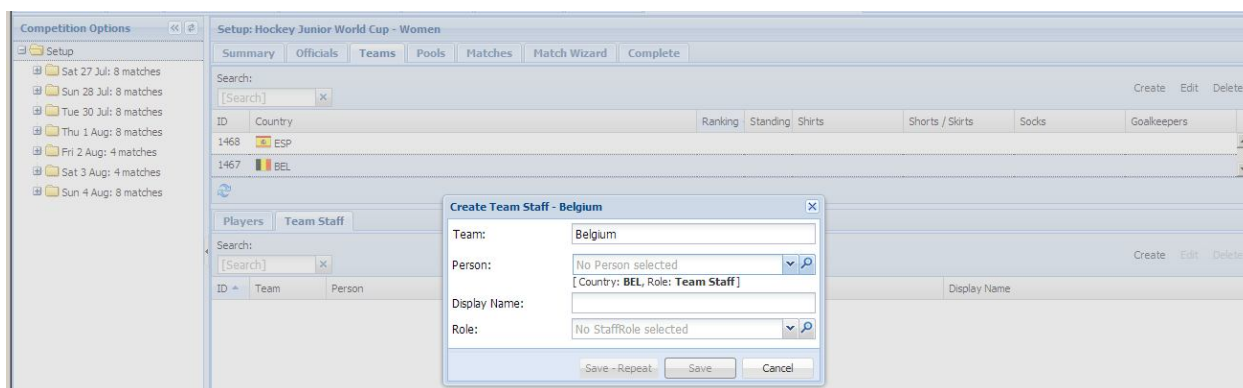
Like with the officials, the player is inserted in the background and the pop-up is cleared for the next athlete:

The 'Insert Team Player - BEL' dialog box is shown. The 'Person' dropdown is set to 'No Person selected'. The 'Goalkeeper' checkbox is checked. The 'Save-Repeat' button is highlighted.

Age-restricted tournaments filter for the appropriate age, and there is an age filter for senior athletes of <40. If a player is older than 40 (e.g. Kato of JPN) you will have to remove the filter to be able to select them.

3.7 Enter Team Staff

This process is similar to selecting officials; select a country, choose the **Team Staff** tab, and hit **Create**. The difference here is there is no Gender filter by default:



Select a **Person**, give them a **Role** and hit the **Save-Repeat** button:

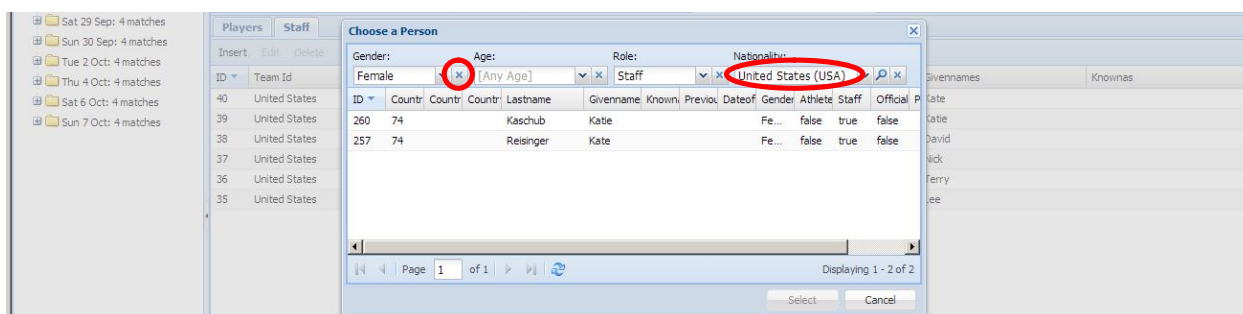


3.8 Selecting a Staff Member of another Nationality

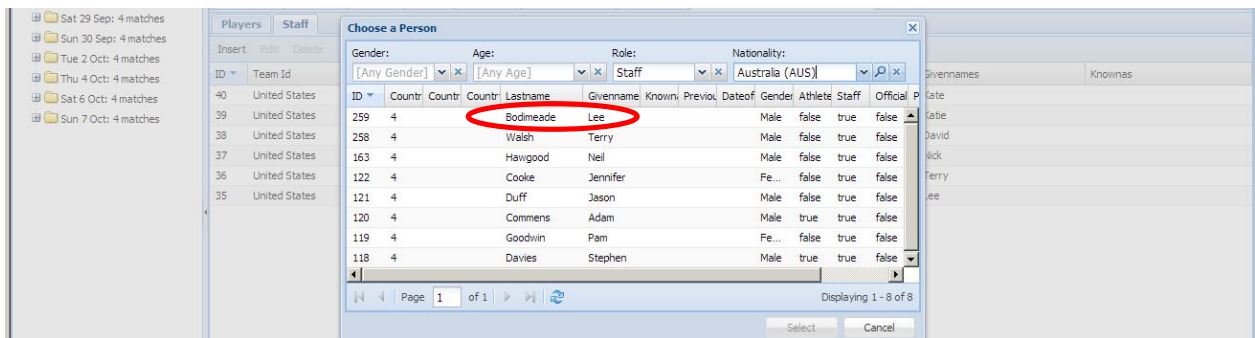
For teams, TMS filters its list of Team Staff people to both genders of that nationality, to limit the number of people available for selection. However, several teams have foreign coaches, e.g. US Women's coaches were Australian at the time on the 2012 Champions Challenge. To be able to select them, you need to change the filtering criteria by clicking the magnifying glass:



which brings up the filter criteria:



As this is staff for a women's team, only the two women who are USA nationals are shown by default. Click on the **X** at the end of the **Gender** filter to remove it. And in the **Nationality** filter type 'AUS' on top of United States, and select **Australia** to give all Australian nationals who are team staff of any country:

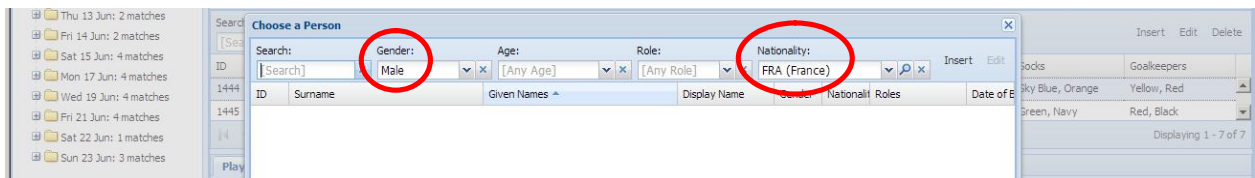


Now you can highlight the Lee Bodimeade row and hit **Select** which returns you to the previous pop-up to complete his team staff role as described above.

If you still can't find the person you want you can...

3.9 Add Person Records from Team Selection

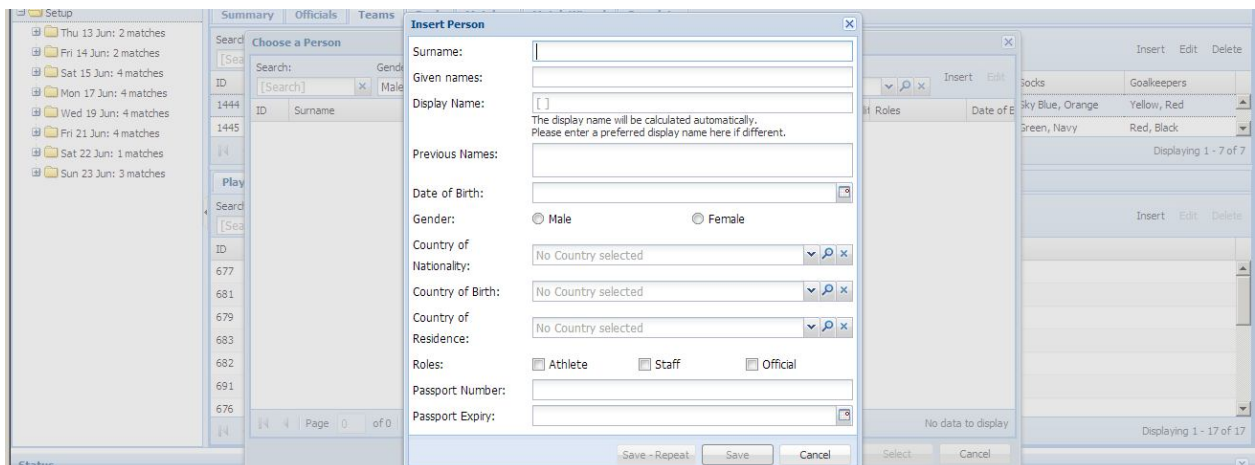
For example, France were late qualifiers for the World League Semi-Final, so searching for those athletes and staff is not likely to be successful:



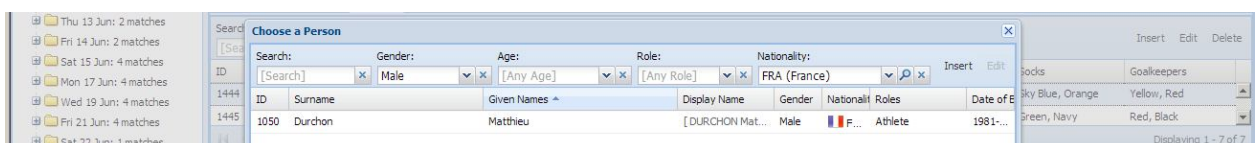
From here you can **Insert** a person record via the link...



...which takes you to the **Insert Person** window:



Add the person here, and they will be available for selection when you return to the **Choose a Person** window:



To be more efficient, you can insert person records for all the athletes and staff before selecting any of them to the team.

3.10 Changing a Person's Name

To change a person's name (athlete, team staff or official) for the current tournament and for all future tournaments, e.g. because it is misspelt or is missing accents, follow these steps:

- Setup / officials or teams — section 3.2 or 3.6
- Select the person and **Edit**
- DO NOT edit the name here, as it will only change the current tournament. Click the magnifying glass to search the **Person** table
- now highlight the person, and **Edit** — for accented letters, e.g. ñ or é, create the accented letters in a program such as Word, then copy and paste into TMS; TMS will retain the accents
- **Save** (the **Person** record)
- highlight the person again (you may need to change the search first)
- **Select**
- verify that the name has been changed; re-select if not
- **Save** for the tournament

4 APPOINTMENTS

When you're ready to begin appointments, click on the day you want and the matches for that day appear.

The screenshot shows the 'Competition Day Setup' window for the 'Hockey Champions Trophy 2012'. On the left, a tree view shows the schedule for Sunday 9 Dec, with 'Sun 9 Dec: 4 matches' circled in red. The main table lists four matches:

Match #	Pool/Class	Time	Place	Colours	Shirts	Shorts	Socks	GK Shirts	Umpires	Judges	Technical Officer	Colours	Appointments	Lineups
21	7th	08:30	England New Zealand										No	No
22	5th	11:00	Belgium Germany										No	No
23	Bronze	13:30	Pakistan India										No	No
24	Gold	16:00	Netherlands Australia										No	No

Select the match you want and hit **Edit** (or double-click the match) to pop up this:

The 'Edit Match Appointments' window for Match #21 (ENG v NZL) is shown. It contains the following information:

- Match:** ENG v NZL (7th Place) - Hockey Champions Trophy 2012
- Colours ENG/NZL:**
 - Shirts: White (ENG), Black (NZL)
 - Shorts: Red (ENG), Black (NZL)
 - Socks: Red (ENG), Black (NZL)
 - GK: Black (ENG), Green (NZL)
- Field Umpires:** NEL Deon (RSA), PRASAD, Raghu (IND)
- Reserve/Video Umpires:** ATTIPOE Richmond (GHA), GENTLES David (AUS)
- Judges:** ALEMAN Luis Cesar (ARG), APPOO Ramesh (SIN)
- Technical Officer:** BURT Josh (AUS)
- Publish Colours:** ☒ Publish for Lineup Sheets
- Publish Appointments:** ☒ Publish Appointments for Teams/Media/Public
- Publish Lineups:** ☐ Publish Starting Lineups for the Media/Public

Use the drop-downs to select the team colours and officials assigned to the match. You can <tab> and use the arrow keys too. The check-boxes Publish documents to the media. The completed form is:

This screenshot is identical to the previous one, showing the 'Edit Match Appointments' window for Match #21 (ENG v NZL) with all fields filled out and the 'Save' button visible at the bottom.

And **Save** !

When you have completed all the matches for a day it will look like this:

The screenshot shows the 'Competition Day Setup' screen with the 'Reports' menu circled in red. The screen displays match details for four matches, including team names, colors, umpires, judges, and publishing status.

Match #	Pool/Class	Time	Pitch	Colours	Shirts	Shorts	Socks	GK Shirts	Umpires	Judges	Table Officials	Colours	Appointments	Lineups	Published
21	7th Place	08:30		England	White	Red	Red	Black	NEL Deon (RSA)		ALEMAN Luis Cesar (ARG)				Published
22	5th Place	11:00		Belgium	White	Black	Black	Green	RASOOL Haider (PAK)		BURT Josh (AUS)				Published
23	Bronze	13:30		Pakistan	Green	White	Green	Orange/Black	KENNEDY Andrew (ENG)		BROWN Jeff (NZL)				Published
24	Gold	16:00		Netherlands	White	White	Navy	Black	BARBAS Diego (ARG)		APPOO Ramesh (SIN)				Published

And to print it, and the lineup sheets, look under the **Reports** menu as shown above.

If you have Suspended players, mark them 'S' as in section 5.1 below before creating the lineups report, and then they will appear all red in the **Lineups** (and Match Sheet.)

4.1 Initialise Matches

For the pre-day printing of backup match sheets to include the players, the matches need to be initialised. Open the day's folder and highlight the match you need. This opens the **Manage Match** screen in the **Lineups** sub-tab. Hit the **Initialize Match** button, and repeat for all matches for the day. (This will be simplified in a future version of TMS.)

The screenshot shows the 'Manage Match' screen with the 'Lineups' tab selected. The 'Initialize Match' button is circled in red. The screen displays match details for Australia vs England.

Minute	Number	Name	Minute	Number	Name

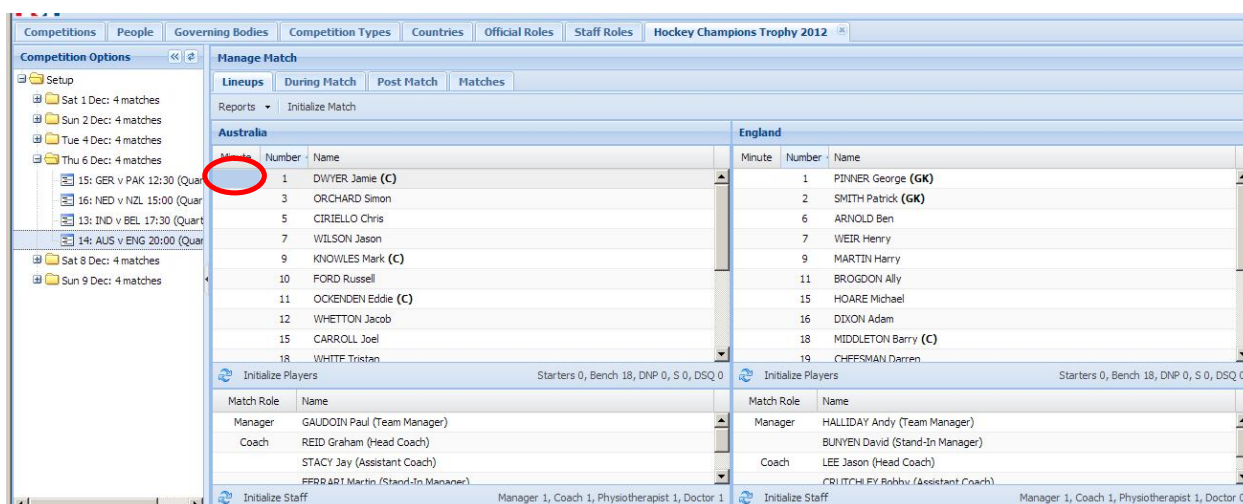
5 MATCH ACTIVITIES

Open the day's folder and highlight the match you need to open the **Manage Match** screen in the **Lineups** sub-tab. If the team panes are blank hit the **Initialize Match** button near the top left of the pane. This loads the players and staff for both teams. Should a late change be necessary, one of the 4 **Initialize** buttons (not icons) to refresh only that section.

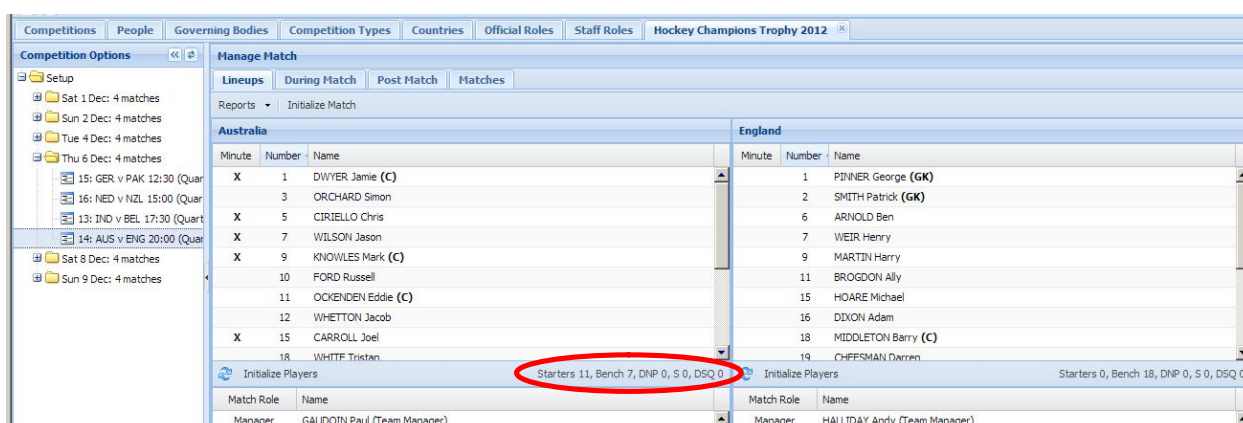
See the quick reference guide in the appendices for brief instructions.

5.1 Pre-Match

To indicate starting players, place the cursor in the **Minute** column by the first AUS player:



Use the <spacebar> to toggle through all the available options for players, blank (null) for starting on the bench, "X" for starting, plus "DNP", "S" and "DSQ" and back to blank again. Then use <dn-arr> to go to the next player, and repeat until all 11 starters are selected. The information bar at the bottom of the pane indicates how many have been selected as you go:



You will notice AUS has 3 captains. Jamie Dwyer was captain for this match, so the others are removed by highlighting their names and hitting 'c'. GK can be changed by toggling 'g'.

The screenshot shows the 'Manage Match' window for the 'Hockey Champions Trophy 2012'. The 'Lineups' tab is active. On the left, a list of matches is shown, with '14: AUS v ENG 20:00 (Quar)' selected. The main area displays two columns of player lineups: Australia and England. The Australia column lists players with their minutes, numbers, and names. 'DOCKENDEN Eddie' is circled in red. The England column lists players with their minutes, numbers, and names. At the bottom, there are buttons for 'Initialize Players' and 'Initialize Staff', and a status bar showing 'Starters 11, Bench 7, DNP 0, S 0, DSQ 0'.

Bench Team Staff are selected in a similar way. The roles default as on the Team Entry, but can be changed by toggling <space> through **Manager**, **Coach**, **Physiotherapist** and **Doctor**. Again, the info bar at the bottom of the pane shows which roles have been selected.

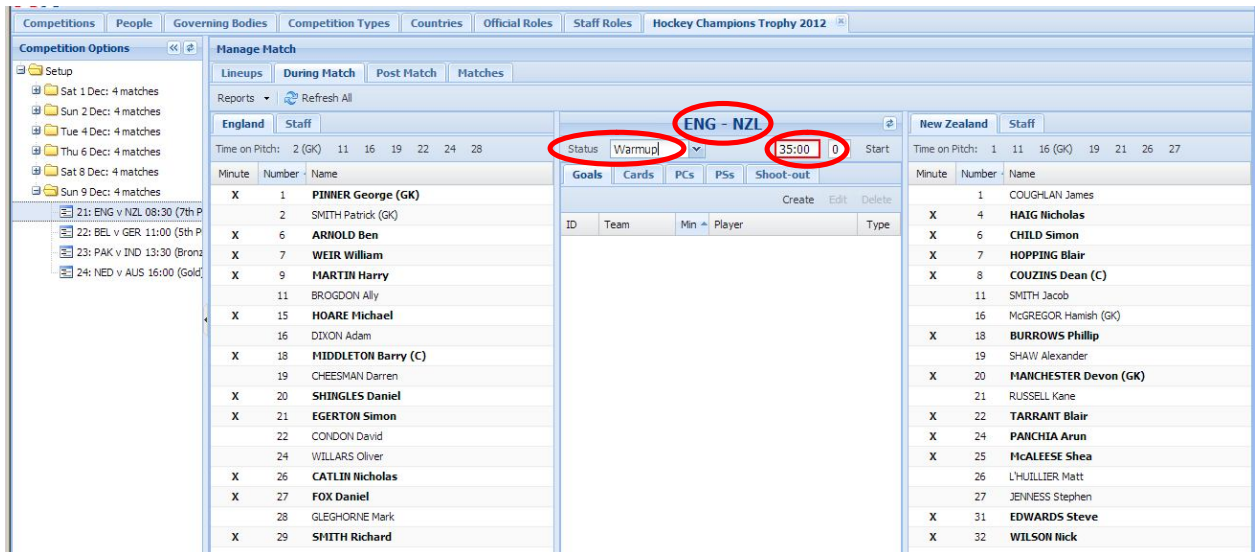
The screenshot shows the 'Manage Match' window for the 'Hockey Champions Trophy 2012'. The 'Lineups' tab is active. On the left, a list of matches is shown, with '14: AUS v ENG 20:00 (Quar)' selected. The main area displays two columns of staff selection: Australia and England. The Australia column lists staff with their match roles and names. 'DOCKENDEN Eddie' is circled in red. The England column lists staff with their match roles and names. At the bottom, there are buttons for 'Initialize Players' and 'Initialize Staff', and a status bar showing 'Manager 1, Coach 1, Physiotherapist 1, Doctor 1'.

Repeat these tasks for the second team, and move to the **During Match** tab. Set the **Status** from **Upcoming** to **Warmup**. This triggers the process to inform the media of the starting lineups, so it's important to do this now rather than just before the match.

The screenshot shows the 'Manage Match' window for the 'Hockey Champions Trophy 2012'. The 'During Match' tab is active. On the left, a list of matches is shown, with '24: NED v AUS 16:00 (Gold)' selected. The main area displays two columns of player lineups: Belgium and Germany. The Belgium column lists players with their minutes, numbers, and names. The Germany column lists players with their minutes, numbers, and names. At the bottom, there are buttons for 'Initialize Players' and 'Initialize Staff', and a status bar showing 'Manager 1, Coach 1, Physiotherapist 1, Doctor 1'.

5.2 During Match

Note the starters are copied here, and are highlighted; the Status is **Warmup**, there is no score, the clock is at 35:00 and the Minute number beside it is zero.



The clock is not linked to the match clock and is therefore unofficial, but does count down accurately, and defaults the minute for recording action during the match.

Hitting **Start** (or <space> if cursor focus is in either team pane) will:

- beep
- begin the countdown and set the minute number to 1
- change the clock border from **red** to **green**
- change the status to **First Half**.

Hitting **Stop** (or <space> if cursor focus is in either team pane) will:

- beep at a lower tone
- stop the countdown and the minute number
- change the clock border from **green** to **red**

When the countdown reaches 0:00 the clock:

- beeps at the lower tone
- resets to 35:00 (minute remains at 35)
- clock border changes from **green** to **red**
- changes status to **Half Time**

Starting the clock again:

- beeps at the higher tone
- changes the status to **Second Half**
- shows the half-time score in brackets
- starts the countdown and sets the minute to 36
- turns the clock border from **red** to **green**

When the countdown reaches 0:00 again the clock stops, beeps, border turns red, and the status is set to **Full Time**.

If the time requires changing, the correct time remaining can be typed in when the clock is stopped, or you can use <dn-arr> and <up-arr> to change seconds, and <pg-dn> and <pg-up> to change minutes.

5.2.1. Time on Pitch

The non-starters' numbers are shown in the **Time on Pitch** bar:

The screenshot shows the 'Manage Match' interface for 'ENG 2 - 3 AET NZL'. The 'Time on Pitch' bar for England is highlighted with a red circle, showing 2 (GK), 11, 16, 19, 22, 24, 28. The bar for New Zealand is also highlighted with a red circle, showing 1, 11, 16 (GK), 19, 21, 26, 27. The status is 'First Half' and the time is '35:00'.

When one enters the pitch simply click on their number in the bar:

The screenshot shows the 'Manage Match' interface for 'ENG 2 - 3 AET NZL'. The 'Time on Pitch' bar for England is highlighted with a red circle, showing 2 (GK), 11, 16, 19, 22, 24, 28. The bar for New Zealand is also highlighted with a red circle, showing 1, 11, 16 (GK), 19, 21, 26, 27. The status is 'First Half' and the time is '28:31'.

...and they are marked as having entered the pitch in the current minute and that number in the bar is now greyed out:

The screenshot shows the 'Manage Match' interface for 'ENG 2 - 3 AET NZL'. The 'Time on Pitch' bar for England is highlighted with a red circle, showing 2 (GK), 11, 16, 19, 22, 24, 28. The bar for New Zealand is also highlighted with a red circle, showing 1, 11, 16 (GK), 19, 21, 26, 27. The status is 'First Half' and the time is '28:23'.

If the time on pitch needs to be changed, highlight the player's name and hit **'t'** or <enter> to pop up:

The screenshot shows the 'Edit Time on Pitch' dialog box. The 'Player' field is set to '12 - WHETTON Jacob' and the 'Time on Pitch' field is set to '5'. The dialog box has 'Save' and 'Cancel' buttons.

Type the correct **Time on Pitch** and **Save**. If the player was wrongly marked as on the pitch, set the minute to -1 to reset the number in the **Time on Pitch** bar. (It will still appear as -1 in the pane unless you hit the refresh icon at the bottom of the pane, but will be set correctly when the player does enter the pitch.)

5.2.2. Entering Goals

The simple way to enter a goal is to highlight the player's name and hit **'g'**, to show the **Goal** pop-up, already populated with the **Minute**, **Team** and **Player**.

The screenshot shows the 'Create Match Goal' dialog box. The 'Minute' field is set to '16', the 'Team / Player' field is set to 'NZL - 27 - JENNESS Stephen', and the 'Type' field is set to 'FG'. The dialog box has 'Save - Repeat', 'Save', and 'Cancel' buttons.

Choose the **Type** and **Save**. Use the '+' check box for 35+ and 70+ goals.

For **Own Goals**, select the **Goal** tab in the centre panel and hit **Create**. Then select the **Team**, <tab> past Player and select **Own Goal** for **Type**. You can create other types of goal this way as well.

5.2.3. Recording Cards

Like the goal, there are two ways to bring up the **Card** pop-up:

- highlight the player's name and hit '**c**'; this method populates the team and player
- In the centre panel, select the **Card** tab and hit **Create**

The **Minute** is calculated from the clock time; you can type over it if needed.

Select the **Team** and **Player** as above, the appropriate colour in **Type**, and optionally the **Duration**, **Narrative** and **Umpire** who awarded it (which is copied to the Card Form if Y or R)

It can be effective at the end of the game, when the Match Sheet has been printed, to ask the umpire the reason, and edit the Y or R card to insert the reason in the Narrative field before printing the Card Report.

5.2.4. Penalty Corners

Now Table staff can record corners. From either team panel hit '**p**' or select the **PCs** tab in the centre panel and click **Create**. Overtyping the **Minute** if necessary, select the **Team**, and choose one of the **Result** options:

5.2.5. Penalty Strokes

Like a PC, strokes can be recorded. The **Minute** defaults, select the **Attacking Team** (which automatically determines the Defending Team) and **Player**, and the **Defending Player**. Click or <space> **Result** if a goal is scored.

5.3 Shoot-Outs

If a Shoot-Out is necessary, change the Status to Shoot-Out. If you have not printed the Shoot-Out forms do that now by hitting the Shoot-Out Forms button to create the pdfs in a new tab, and Print them. Give the Managers the appropriate one to complete and sign.

For the current version of TMS, the participants will need to be hand-written into the Shoot-Out form, (the 3rd page printed) and the TO records the result of each one. However, TMS will generate the completed Shoot-Out for signatures as a second page of the Match Sheet report.

A Judge records each Shoot-Out as follows. In the **Shoot-Out** tab **Create** a Shoot-Out:

The screenshot shows the TMS interface for a match between England and New Zealand. The 'Shoot-Out' tab is selected, and the 'Shoot-Out' button is highlighted with a red circle. The 'Create' button is also visible. The interface shows the match details, including the score (ENG 2 - 2 (1 - 1) AET NZL) and the status (Final). The 'Shoot-Out' button is located in the 'Shoot-Out Forms' section.

...which pops up:

The screenshot shows the 'Create Shoot-Out' dialog box. The 'Match' field is set to 'ENG v NZL (7th Place)'. The 'Attacker' and 'Defender' fields are empty. The 'Result' field is empty. The 'Save - Repeat' button is highlighted.

As each player prepares to take their Shoot-Out, select the attacking team (which automatically populates the defending team.) Then select both players. When the Shoot-Out is over, click **Result** for a goal, otherwise leave it empty, and hit **Save-Repeat** for the next one. As you enter each, the **(0-0 SO)** score is updated at the top of that panel. When finished it should look like this:

The screenshot shows the TMS interface for a match between Scotland and India. The 'Shoot-Out' tab is selected, and the 'Shoot-Out' button is highlighted with a red circle. The 'Create' button is also visible. The interface shows the match details, including the score (SCO 1 - 1 (0 - 0) (3 - 1 SO) IND) and the status (Final). The 'Shoot-Out' button is located in the 'Shoot-Out Forms' section.

If the Shoot-Out is decided before all participants have taken a shot, enter the remaining shooters with no GK selected and no goal, so they appear on the Form.

At the end of the Shoot-Out, print the **Match Report** for signatures; it will have the Shoot-Out on a second page.

5.4 Post-Match

Ensure the **Status** is **Final**, then print Match Sheet and Card Sheet from **Reports** drop-down. (If there is no score shown on the PDF, it is likely **Status** has not been set to **Final**.) These appear as PDFs in separate tabs in your browser, which you can then print.

You can keep a printable Match Sheet ready at all times by creating a Match Sheet PDF and regularly refreshing it by moving to that tab in your browser and hitting <F5>.

Once the Match Sheet has been signed, hit the **Official** button, which will publish the Match Sheet to the media.

The screenshot shows the 'Manage Match' interface for a match between Germany (GER) and New Zealand (NZL). The match is currently in 'Final' status, and the score is 2-0 in favor of Germany. The 'Official' button is circled in red. The interface includes tabs for 'Lineups', 'During Match', 'Post Match', and 'Matches'. The 'During Match' tab is active, showing player statistics and a list of players for both teams. The 'Reports' dropdown menu is visible, showing options like 'Pool Standings', 'Goal Scorers', and 'Card Listing'.

5.5 End-of-Day

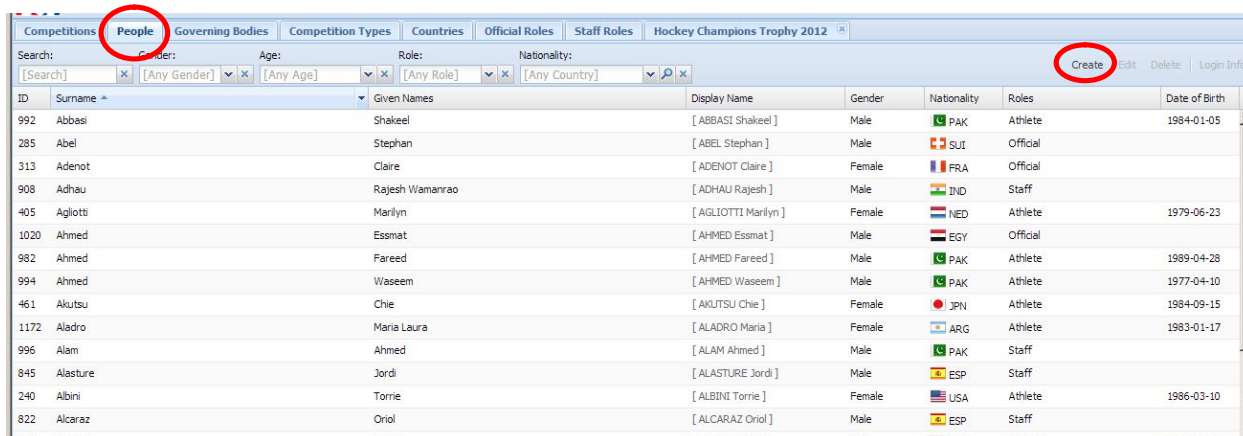
The Pool, Goal Scorers and Y/R Card tables are updated automatically once the match **Status** is set to **Final**.

You create the daily statistics under the **Setup** level **Summary** tab as **Reports – Pool Standings**, **Goal Scorers** and **Card Listing**. Or you can use **Complete Set**, which has all three plus includes the as yet incomplete PC and PS numbers.

The screenshot shows the 'Setup: Hockey Champions Trophy 2012' interface. The 'Reports' dropdown menu is open, and the 'Pool Standings', 'Goal Scorers', and 'Card Listing' options are circled in red. The interface includes tabs for 'Summary', 'Officials', 'Teams', 'Pools', 'Matches', 'Match Wizard', and 'Complete'. The 'Summary' tab is active, showing a list of matches and a 'Reports' dropdown menu.

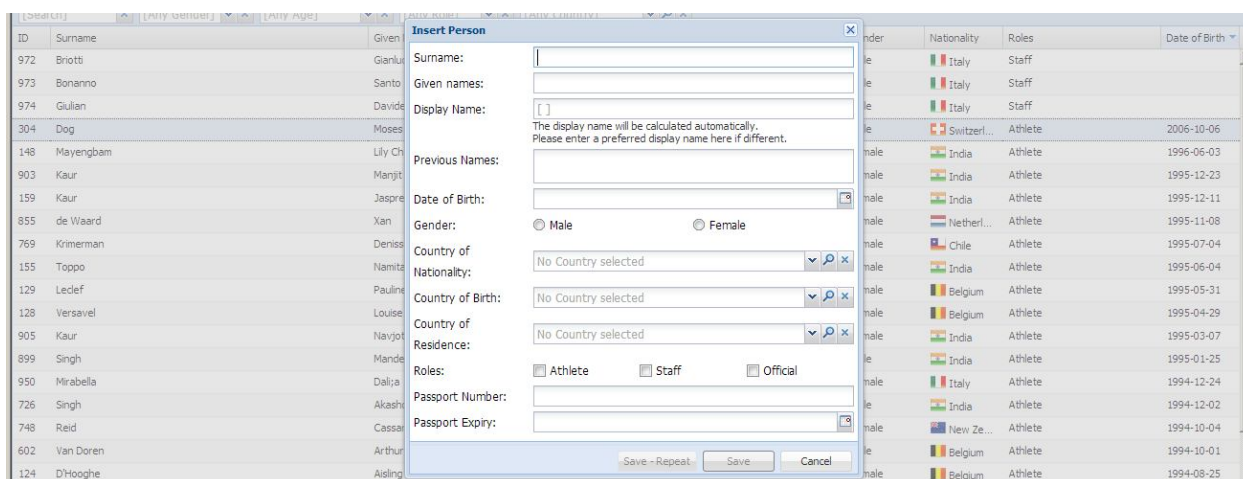
6 ADDING PEOPLE

You can also insert person records while not associated with any tournament, directly under the **People** tab.



ID	Surname	Given Names	Display Name	Gender	Nationality	Roles	Date of Birth
992	Abbasi	Shakeel	[ABBASI Shakeel]	Male	PAK	Athlete	1984-01-05
285	Abel	Stephan	[ABEL Stephan]	Male	SUI	Official	
313	Adenot	Claire	[ADENOT Claire]	Female	FRA	Official	
908	Adhau	Rajesh Wamanrao	[ADHAU Rajesh]	Male	IND	Staff	
405	Agliotti	Marilyn	[AGLIOTTI Marilyn]	Female	NED	Athlete	1979-06-23
1020	Ahmed	Essmat	[AHMED Essmat]	Male	EGY	Official	
982	Ahmed	Fareed	[AHMED Fareed]	Male	PAK	Athlete	1989-04-28
994	Ahmed	Waseem	[AHMED Waseem]	Male	PAK	Athlete	1977-04-10
461	Akutsu	Chie	[AKUTSU Chie]	Female	JPN	Athlete	1984-09-15
1172	Aladro	Maria Laura	[ALADRO Maria]	Female	ARG	Athlete	1983-01-17
996	Alam	Ahmed	[ALAM Ahmed]	Male	PAK	Staff	
845	Alasture	Jordi	[ALASTURE Jordi]	Male	ESP	Staff	
240	Albini	Torrie	[ALBINI Torrie]	Female	USA	Athlete	1986-03-10
822	Alcaraz	Oriol	[ALCARAZ Oriol]	Male	ESP	Staff	
817	Almeida	Paulo	[ALMEIDA Paulo]	Male	BRA	Athlete	1984-06-06

Like elsewhere in TMS, you need to **Create**.



Insert Person

Surname:

Given Names:

Display Name:

The display name will be calculated automatically. Please enter a preferred display name here if different.

Previous Names:

Date of Birth:

Gender: ☐ Male ☐ Female

Country of Nationality:

Country of Birth:

Country of Residence:

Roles: ☐ Athlete ☐ Staff ☐ Official

Passport Number:

Passport Expiry:

Surname is mandatory. Only capitalise first letters – TMS will capitalise as necessary for Appointment and Match sheets.

Given Names is a mandatory field, you can enter one or more.

Display Name is calculated as you enter the Surname and Given Names. Only override it if what is calculated is not what you want.

Previous Names is an optional field.

For all name fields, accented letters, e.g. ñ or ê, create them in a program like Word, then copy and paste into TMS.

Date of Birth is mandatory for athletes, and encouraged for umpires, otherwise optional.

Country of Nationality is mandatory. TMS filters as you type the first few letters of the country's three-letter abbreviation.

Country of Birth and **Country of Residence** are optional.

One **Role** is mandatory; tick as many as appropriate.

Passport Number and **Passport Expiry** are optional now – intended for athletes.

And hit **Save** (or **Save - Repeat** if you have more to add.)

7 APPENDICIES

7.1 Paper Backup Procedures

In case of internet loss, here are the steps to follow to ensure you have the appropriate paper copies available to proceed with the tournament until the internet is restored.

Once team members are confirmed by the manager at the Managers' Meeting, print:

- blank **Appointment Sheets** for all days
- **Lineup** sheets (colours will be blank) for all pool matches
- **Match Sheets** and **Card Forms** for all pool matches

As soon as Colours are assigned, print:

- **Lineup** sheets

After Appointments are complete for a day, print:

- **Appointment Sheet**
- re-print **Match Sheets**

When a playoff match is known, print:

- **Lineup** sheets, **Match Sheets** and **Card Forms**
- **Shoot-Out Lineup** sheets and **Shoot-Out Forms**

7.2 Troubleshooting

If you login and nothing at all happens, it could be because you are using internet explorer — TMS only supports Chrome and Firefox browsers.

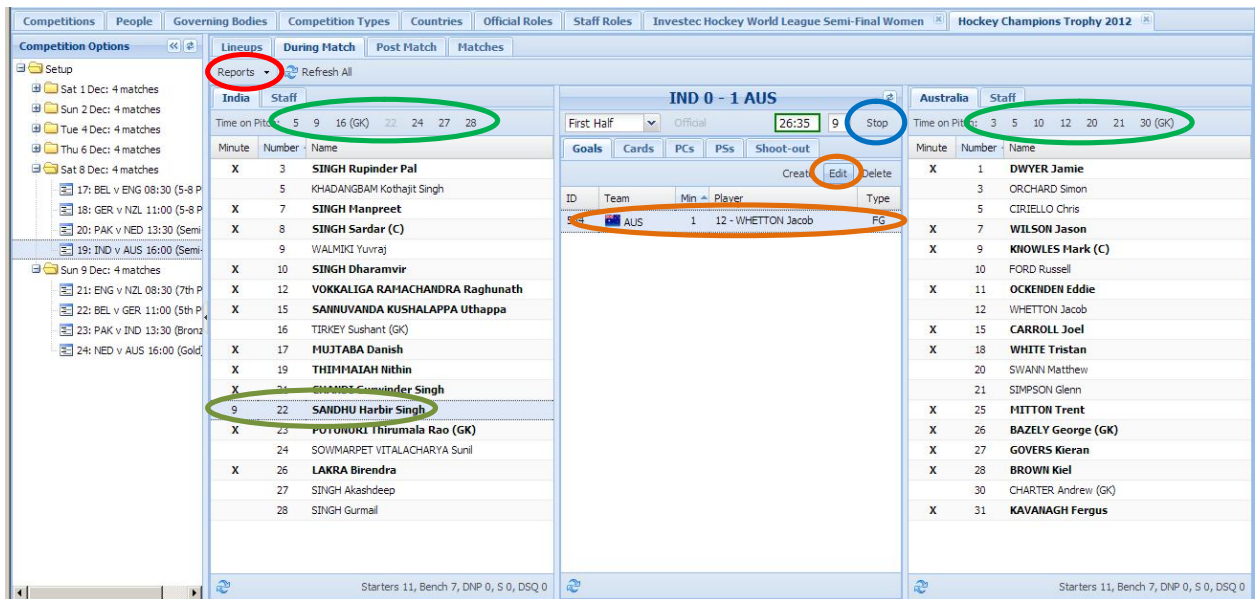
Web applications can be complex and tricky to make work in different browsers. Your first action if something unexpected occurs should be to hit <F5> to perform a soft reset.

Error pop-ups like "We are unable to save this match" are usually an indication of internet problems. If they persist, you may have lost internet entirely. An <F5> will attempt a reset, may cure the problem, or may prove loss of connectivity.

If there has been an update of the TMS version, you will need to do a <CTRL><F5> (i.e. hit both keys simultaneously) hard reset to guarantee you are using the updated version.

Remember: **<F5> is your friend**

7.3 Match Quick Reference



In **During Match**, perform the key functions as follows:

- **Match Report:** create the report PDF after status is **Warmup**; update often with <F5>
- **Time on Pitch:** click on player number to insert at current minute
- **Goal:** click player name; hit '**g**'; select Type; Save
- **Card:** click player name; hit '**c**'; select Type; type Duration if Y; select umpire; Save
- **Clock:** click Start/Stop button; clock border **green** when running, **red** when stopped

Any entry can be changed or corrected:

- **Goal:** click on goal to highlight; hit edit; any field can be changed, even country
- **Card:** click on card to highlight; hit edit; any field can be changed
- **Time on Pitch:** click player; hit '**t**'; type new time (-1 sets to still on bench)

Goals and Cards can also be deleted by selecting as above and hitting **Delete**.

If you're not sure of the scorer, you can select any player, hit '**g**' to select the correct minute, and wait for the scorer to be confirmed (and changing if necessary) before clicking **Save**.

To change the time on the clock, put the cursor in the clock to highlight the numbers. <dn-arr> or <up-arr> changes seconds, <pg-dn> or <pg-up> changes minutes.